## Statement of Prior Federal Service

(PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS FORM)

#### **Privacy Act Statement**

Section 6303 of 5 U.S.C., "Annual Leave Accrual," authorizes collection of information to determine and record service that may be creditable for accrual of annual leave. Part 351.503, 5 C.F.R., "Length of Service," authorizes collection of data to determine and record service that may be creditable for reduction-in-force retention purposes.

Information about prior Federal civilian and military service is collected and maintained in your Official Personnel Folder (OPF). The information you furnish may be disclosed to other Federal a q e n c i e s o r

Congressional or Judicial Offices in order to verify it or in connection with your application for a job, license, grant, or other benefit. It may also be disclosed to a national, state, or local law enforcement agency where there is indication of a violation or potential violation of civil or criminal law or regulation, or to another Federal agency or court when the Government is party to a suit.

Furnishing this information is voluntary; however, failure to do so may result in your not receiving credit for prior Federal service.

## I. What Is Needed to Verify Prior Service

In order for your employing agency to credit your prior Federal service for benefits, such as leave accrual and reduction-in-force retention. the dates of your active uniformed service and the type(s) of appointment(s) and dates of civilian service must be verified. Dates of active uniformed service are verified from the records issued by the branch of service in which you served. Dates and types of appointments to civilian positions are usually verified from Notifications of Personnel Action (Standard Form 50 or CSC- or OPM-approved exceptions thereto), and payroll records (including records of deductions made under the Civil Service Retirement System--Standard Form 2806, or the Federal Employees Retirement System--Standard Form 3100). The information on the application or resume you submitted for the appointment you are receiving, along with the information on page 2 of this form, will be used by your agency to identify the Federal employers and periods of employment for which records must be obtained to verify the prior service.

When Notification of Personnel Action or payroll records cannot be located to verify a period of service, and the service was covered by Social Security, a detailed statement of earnings information (showing periods of employment and the name of the employer) from the Social Security Administration will be accepted as proof of service.

If no personnel, payroll, or Social Security records can be located, then your agency can accept secondary evidence of civilian employment, as explained below.

### II. Use of Secondary Evidence to Verify Federal Service

Secondary evidence may be considered as proof of Federal civilian service only when official Government records are lost, destroyed, or incomplete. Necessarily, the burden of proof is on the person claiming service that is not supported by official records in the custody of the U.S. Government. If you decide to claim credit for a period of service by submitting secondary evidence, it is important that you submit all documents in your possession that tend to prove you performed the service claimed, and that the service, if performed, was creditable for leave accrual and reduction-in-force purposes. No credit can be allowed for any service that is not substantiated by valid and conclusive secondary evidence. The following is applicable only if you are providing secondary evidence.

- A. Documentary Evidence: Submit as many as possible of the documents listed in item 1 below. If your agency finds that these documents are insufficient to determine creditability, the documents listed in items 2 and 3 may be considered, but less weight will be given to such evidence.
  - Copies of official documents or letters about the service. These
    may be notices on appointment/separation; notices of changes
    in position/salary, organization, or headquarters; travel orders;
    payroll cards; ID's, etc.
- Private records such as a diary, correspondence, copies of income tax returns, employment applications, credit applications, etc., that mention the Federal employer and the claimed service. Private records must have been made during or shortly after period of service.
- Any other documentary evidence tending to prove the service was actually performed and the starting and ending dates of the service.
- B. Affidavit Evidence: If you are not able to supply copies of official documents (as described in item 1 above) that are sufficient for your agency to make a determination of creditability, you must submit affidavits from yourself and at least two other persons (preferably your supervisors) who know the facts. If you can obtain no documentary evidence (items 1, 2, and 3, above) to support your claim, you may submit these affidavits only; however, your claim is more likely to be rejected without supporting documents. The required affidavits are from:
- -- The employee, stating as many of the details on the affidavit as can accurately be remembered.
- At least two persons knowing the facts. Each person should show that he or she is in a position to know the facts sworn to, and give his or her age and mailing address.

Affidavits must be sworn to or affirmed before a notary public or other officer who is authorized by law to administer oaths.

**C. Warning:** Any submission be may investigated. Intentional false statements, willful concealments, or using documents you know are false, fictitious, or fraudulent is punishable by fine/imprisonment (18 U.S.C. 1001).

# STATEMENT OF PRIOR FEDERAL SERVICE

To be Completed by Employee

1. Name (Last, First, Middle Initial)	2. Social Security Number					3. Date of Birth (Month, Day, Year)				
Does the application or resume that you submitted uniformed service, including beginning and ending day Yes If "Yes", check this block and skip to Item.	tes, as we	ll as the ty	pe of ap	pointmen	it and work	schedu	l of your Fede le for civilian ete Items 5 -	service?	it civilian and	
<ul><li>5. List below your prior civilian service. Include service.</li></ul>	ce with the	1 1								
5. Elst below your prior divinum cervice. Include cervi		FROM			то	,	TYPE OF APPOINTMENT			
NAME AND LOCATION OF AGENCY	Year Month Da			Year	Month	Day	AND WORK SCHEDULE (Full-Time, Part-Time, or Intermittent)			
<ul><li>6. During periods of employment shown in Item 5, di</li><li>Yes If "Yes", list the following information.</li></ul>	d you have			an 6 mon		ce witho	ut pay during	any one calen	dar year?	
TYPE OF ABSENCE, IF KNOWN (LWOP, Furlough, Suspension, AWOL, or Placement in Nonpay Status)	FROM			то			TOTAL			
	Year	Month	Day	Year	Month	Day	YEARS	MONTHS	DAYS	
7. List all uniformed service below. List active service	e in any b	ranch of the	e Arme	d Forces (	of the Unite	ed State	s, including a	ctive duty as a	reservist, and	
active service in the commissioned corps of the Publi	c Health S	ervice or th	ne Natio	onal Ocea		mosphe	ric Administra	ition.		
BRANCH OF SERVICE		FROM			ТО			DISCHARGE		
BRANCH OF SERVICE	Year	Month	Day	Year	Month	Day	(Honorable or Dishonorable)			
Do you claim any type of veterans' preference whi     Yes Check one of the statemer     the:		been verif blies to you of a decea			nce as		parried widow	v/widower of a	 wataran	
9. CERTIFICATION: The prior Federal civilian and u	□ veterar iniformed s	service liste	ed on m	ny applicat	tion/resum	1 1				
Federal employment. I have no other Federal service Signature	: IOI WNICh	ı want to C	iaim Ch	ouit.			Date			